



Mileage

SDCS PeopleSoft Training – Financials

May 2006

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Introduction and General Information

Many employees can get reimbursed from the district for eligible mileage incurred on their own private vehicles. Generally, this means that if your supervisor requires you to use your own vehicle to accomplish a work task, you can get reimbursed for the mileage. To get reimbursed you must create and submit an Expense Report that contains only mileage expenses.

If you want to get reimbursed for mileage incurred within San Diego County, you do not need prior authorization (Travel Authorization). If you want to get reimbursed for mileage incurred outside San Diego County, you will need to submit a Travel Authorization prior to the travel. (Please see the Travel & Expenses Manual chapter on creating Travel Authorizations).

How to Log Into PeopleSoft to do Mileage Expense Reports

- Launch Microsoft Internet Explorer
- Go to: <https://dwa.sandi.net>
- Enter your User ID # (6-digit Employee ID number. If you don't know it, ask your supervisor or just look on your paycheck stub)
- Enter your personal DWA password (You must create one the first time you use PeopleSoft. Please see the Job Aid "Setting Up Your DWA Password")
- Click "Sign in"
- On the next page (portal page) click "Financials Supply Chain 8.4"
- On the next page, in the main menu on the left, click "Employee Self Service" or "Travel and Expenses" depending on what you want to do.

Chartfield Setup

The **1st time** an employee submits a travel authorization or expense report, the employee must setup their Chartfield String. This allows for the proper accounting of their travel expenses.

This is a one-time setup. For most employees, it does not need to be repeated each time an employee submits a travel authorization or expense report. **However, there is an exception to this.** If an employee works for one Department but is paid or reimbursed from a different Department, there is one additional task the employee must do on each and every travel authorization and expense report. Namely, the employee must double-check the Chartfield string via a different navigation than what is explained in the Step by Step instructions below. This additional task is explained later in this manual. It is called “**Default Accounting**”.

Enter Your Budget Information – Example Exercise



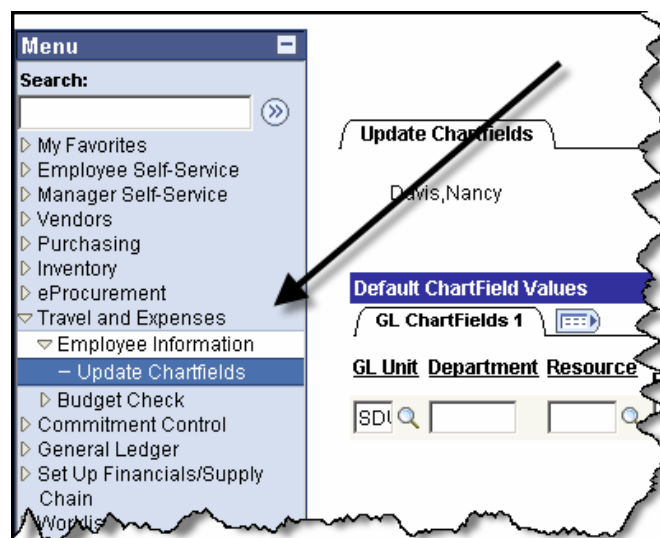
Step by Step: One-Time Chartfield Setup

The following Steps show how to set up your Chartfield string. This string of numbers tells the district which budget account to use to pay for your travel & expenses. Once you enter the string of numbers and save it, the string will stay put whether you shut down the computer or not. You can change the Chartfield string at any time. (The only exception to this is mentioned in the paragraph above, and will be covered later under the **Default Accounting** section of this manual).

Step 1

Navigate to the One-Time Chartfield page:

Travel & Expenses → Employee Information → Updated Chartfields



Step 2

Enter your department's accounting information into the Chartfield string textboxes. If you don't know what numbers to enter, please check with your department's secretary, financial clerk, or principal/department head. You can also ask the budget analyst. Upon completing the Chartfield string, click **Save** in the lower left corner.

Default ChartField Values

GL ChartFields 1

GL Unit	Department	Resource	Bud Ref	Program	Class	Fund	Extended Project
SDI							

Save

Enter your Department's Chartfield budget numbers here

Authorizing Other Employees to Create Travel Authorizations & Expense Reports on Your Behalf

An employee may authorize another employee to create Travel Authorizations or Expense Reports on his/her behalf. An example would be a teacher authorizing the main office Financial Clerk or Administrative Assistant to create a Mileage Expense Report on the teacher's behalf.

Have Someone Else Create & Submit Your Travel Reports For You – Example Exercise



Step by Step: Set Up Another Employee to Create & Submit Travel Authorizations and Expense Reports on Your Behalf

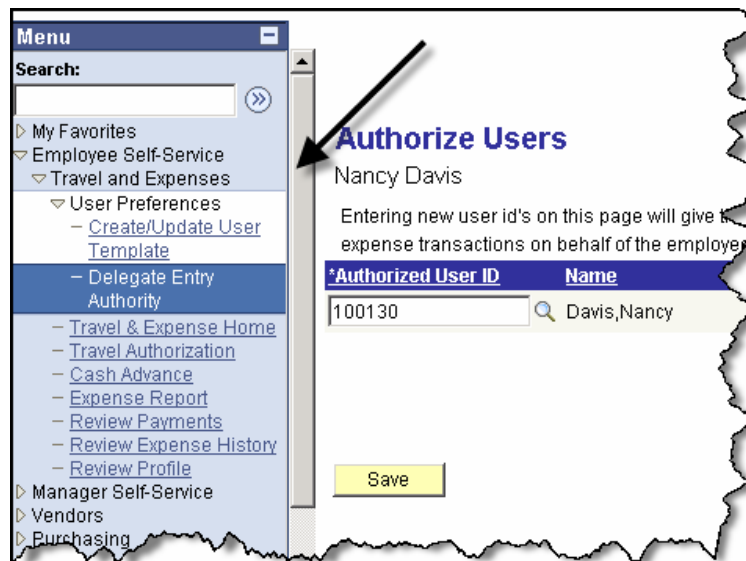
The following steps walk you through the two tasks you must complete to accomplish this.

Step 1


First, you must update your Chartfield string just one time. Please follow the Step-by-Step instructions above, entitled “**One-Time Chartfield Setup**”.

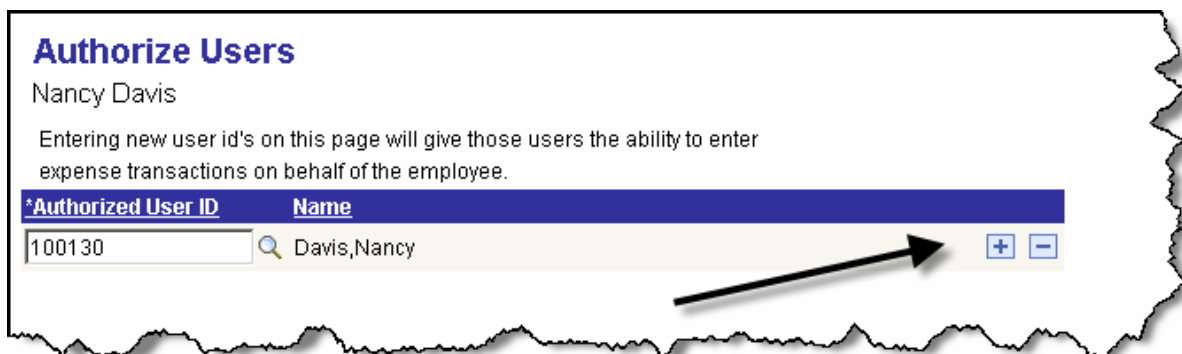
Step 2

Next, to authorize another employee (to become your “proxy”), you must follow this navigation: *Employee Self-Service → Travel & Expenses → User Preferences → Delegate Entry Authority* (See Illustration on Next Page).



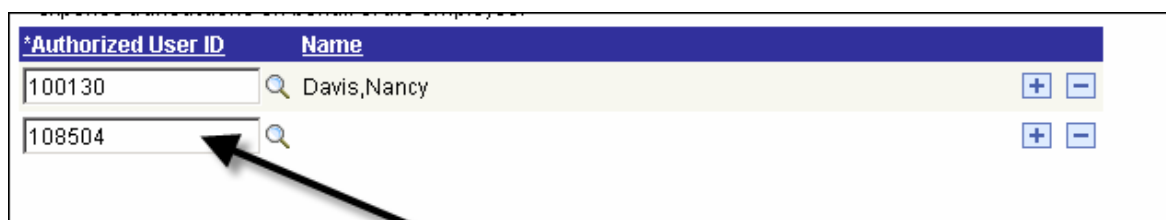
Step 3

Click the plus sign  on the right side of the page. This opens a new, blank ID box.



Step 4

In the blank ID box, type the Employee ID number for the person you want to create and submit travel authorizations and expense reports on your behalf. (For example, if you are a teacher, you would enter the ID # for the office person).



Step 5

Click the **Save** button in the lower left area of the page. After that, make sure that the person's name appears next to the box where you typed h/her ID number.

*Authorized User ID	Name
100130	Davis, Nancy
108504	Brings, Judith

You are done. You may now log out of PeopleSoft. The person you added can now sign into PeopleSoft Financials themselves to create and submit travel authorizations and expense reports on your behalf, with your name attached to them.

Mileage Expense Reports

To get reimbursed for eligible mileage you incur on your own private vehicle, you must create and submit an Expense Report whose only expenses are for Mileage.

If you want to get reimbursed for mileage within San Diego County, it does not require authorization prior to incurring the expense.

Mileage Within San Diego County – Creating an Expense Report from a Blank Form – Example Exercise

The following steps walk you through how to create an Expense Report for Mileage within San Diego County.



Step by Step: Create a Mileage Expense Report from a Blank Form

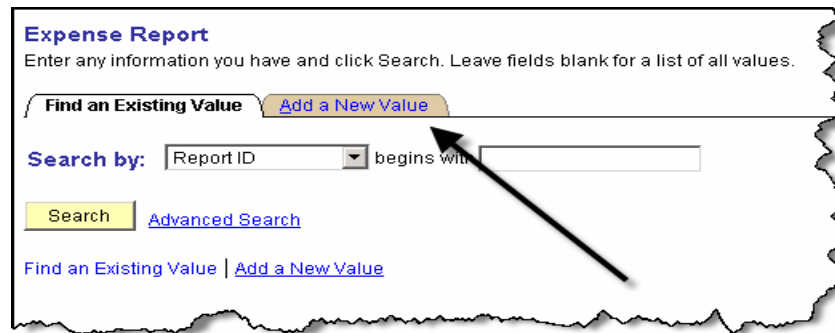
Step 1

Navigate to the Expense Reports home page, and start a new Expense Report by clicking **Create/Update**.

Navigation: *Employee Self-Service* → *Travel & Expenses* → *Expense Report* → *Create/Update*

Step 2

Click **Add a New Value**.



Expense Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) **Add a New Value**


Search by: Report ID begins with

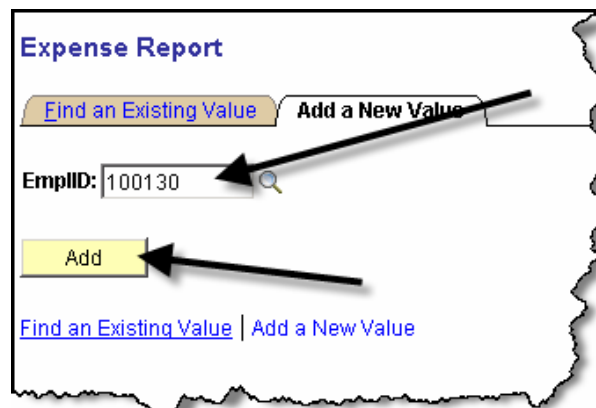
[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 3

If the screen shown here does not appear, skip ahead to Step 4. If this screen does appear, it means that someone else has authorized you in the system to create and submit Expense Reports on h/her behalf. If so, then you must choose to create this Expense Report either for yourself (if you incurred the mileage) or for the other person (if h/she incurred the mileage).

Type the correct person's Employee ID number in the **EmplID** textbox (or click the Search icon  to view a list of those who authorized you, and choose from the list). Then click **Add**.



Expense Report

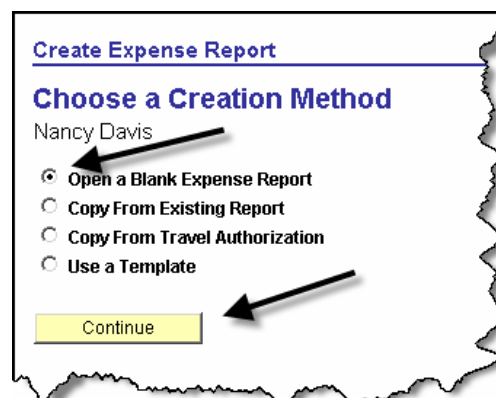
[Find an Existing Value](#) **Add a New Value**

EmplID: 100130

[Find an Existing Value](#) | [Add a New Value](#)

Step 4

Click a dot into the choice: **Open a Blank Expense Report**. Then click **Continue**.



Create Expense Report

Choose a Creation Method

Nancy Davis

☒ **Open a Blank Expense Report**

☐ Copy From Existing Report

☐ Copy From Travel Authorization

☐ Use a Template

Step 5

On the **General Information** page you must do two things: Fill in the required information, and verify or update the default accounting information (budget Chartfield String). It doesn't matter which you do first. However, you must perform the default accounting function **before** you click to the next screen.

The screen shown below displays typical details in the required fields:

- **Report Description** – Type “Mileage” and the month and year, thus: **Mileage Feb. 2006**
- **Business Purpose** – Choose a reason for the travel from the drop-down list (most people use the “Other” choice which is a miscellaneous category).
- **Default Location** – Type **San Diego**.
- **Reference** – This is rarely used. Its purpose is for you to enter the ID # of an old Expense Report in case this one is to be considered an addendum to the old one. If that is not the case, then just skip this field, and leave it blank.
- **Comment** – Here you must include a few more details about this Expense Report, particularly your justification for getting reimbursed for mileage.

Create Expense Report

General Information

Nancy Davis Report ID: NE

*Report Description:
(Example: Trip to New York)

*Business Purpose:

Default Location:

Reference:

Comment:

Go To: [Default Accounting For This Expense Report](#)

The next thing you must do on this page is verify/update the default accounting.

Step 6

At the bottom of the General Information page click the link: **Default Accounting For This Expense Report**.

Comment:

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Step 7

The last step brought you into the Chartfield page that affects only this one Expense Report. Budget code numbers you enter or edit here will affect this report, and no other. Take the time to check each Chartfield to be sure it is correctly filled in. Pay special attention to the **DeptID** Chartfield. Be sure it contains the Department code number for the approver you want to approve this Expense Report. When done, click **OK**.

Default Accounting For This Expense Report
Nancy Davis Report ID: NEXT

Accounting Summary

GL ChartFields 1 Projects ChartFields

GL	DeptID	Resource	BU	Ref	Program	Class	Fund	Extended
100.00	SDUS	0003	00000	00	1000	1110	01000	0000

Add Refresh OK

Step 8

Click **Continue**.

Nancy Davis Report ID:

Report Description: Mileage April 2005
(Example: Trip to New York)

Business Purpose: Other-written desc required

Default Location: SAN DIEGO

Reference:

Comment: Mileage Report April 1 - 30, 2005.
Travel to various district sites to conduct training classes and/or to attend required meetings.

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Step 9a

Step 8 brought you into the **Expense Report Details** page, illustrated below.

Create Expense Report

Expense Report Details
Nancy Davis Report ID: NEXT

General Information

Report Description: Mileage April 2005 Employee Base: Office

Business Purpose: Other-written desc required

Reference:

Add Expense

Expense Type: Add

Expense Line Items

Expense Type	Date	Merchant	Amount	Currency	Split
			0.00	USD	Split

Save For Later Submit For Approval

Go To: [Modify Report Information](#) [SDCS Expense Rules](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)
[Print Document](#)
[Return to Transaction Start](#)

Step 9b

Click the **Expense Type** drop-down menu to see the choices you have. These are the eligible expenses for which the district will pay or reimburse. Choose **Mileage IN SD County**. Then click **Add**. This will add a single day's entry for mileage onto the Expense Report.

The screenshot shows the 'Add Expense' form. The 'Expense Type' dropdown menu is open, displaying a list of eligible expenses. 'Mileage IN SD County' is highlighted. An arrow points to the 'Add' button. Another arrow points to the 'Mileage IN SD County' option in the dropdown. The form includes fields for 'Expense Type', 'Expense Line Items', 'Expense Type', 'Date', 'Amount', and 'Currency'. There are also buttons for 'Save For Later', 'Sub', 'Go To', 'Modify Report Info', 'Populate From My', 'Apply Cash Advances', 'Explanation of Totals', 'Print Document', and 'Return to Transaction Start'.

Step 10a

On the **Add Expense – Mileage in SD County** page, you must enter all the details for a day's worth of eligible travel, and **Update** the page. The left side of the page is where you enter information into the individual fields. The right side of the page shows a running balance/summary for the Expense Report. (See illustration for Step 10b).

- **Expense Date** – Enter the date for a single day for which you want to claim mileage. It must be within the date range you entered on the General Information page earlier.
- **Payment Type** – For mileage, always choose **Not Applicable**.
- **Billing Type** – This should always remain **Internal**.
- **Miles** – Enter the total number of eligible miles you drove that day. Eligible miles are generally those driven between district sites only; not to or from your home.
- **Calc Mileage** – This button is optional. You can click it now to see how much money you will be reimbursed for this day; but clicking the **Update** button does the same thing.
- **Description** – It is very important for you to type all pertinent information here: Where you went that day, and the odometer readings on the vehicle you used that day.
 - **NOTE:** The odometer readings must match up with the total number of eligible miles you entered.
 - **EXCEPTION:** If you drove your car on personal business during that day, exclude those miles from the Miles textbox, but include those miles in the odometer readings. Also include a brief explanation in the Description box.

- **EXAMPLE:** You drove a total of 35 miles while working. In between, you drove an additional 3 miles to go to lunch at a restaurant. When you began your working day, your odometer was at 40,500. When you ended, your odometer was at 40,538. So for that day's entry, you would put 35 for the Miles, and the odometer readings would be: Began odo 40,500. End odo 40,538. Your Description would read: From Point A to Point B to lunch to Point C, etc.

- **Personal Expense, No Receipt** – Leave both of these checkboxes blank.

Step 10b

When done, click **Update**.

Add Expense - Mileage IN SD County
Nancy Davis

Report ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

About This Expense

*Expense Date: 04/01/2005 [B]
 *Payment Type: Not Applicable
 *Billing Type: Internal
 *Miles: 23 x 0.4050 [Calc Mileage]
 *Description: From Mission Bay High to Gompers Jr. High to Adams
☐ Personal Expense ☐ No Receipt

*Amount Spent: 9.32 USD
 Conversion Rate: 1.00000000
☒ Default Rate

Amount: 9.32 USD [Update]

Add Another Expense
 Expense Type: [Add]
 Copy Current Expense
 Done

Current Expenses

Date	Type	Amount
04/01/05	Mileage IN SD County	9.32
Total Employee Expenses:		9.32
Total Personal Expenses:		0.00
Total Prepaid Expenses:		0.00
Total Employee Credits:		0.00
Total Vendor Credits:		0.00
Total Advance Applied:		0.00
Total Due Employee:		9.32
Total Due Vendor:		0.00

Below is an example of how the details of the Description textbox should look:

From Mission Bay High to Gompers Jr. High to Adams Elementary.
 35,204 - 35,227

Destinations

Odometer showing total mileage from first destination through final destination

Step 11

To add another day's entry to your Mileage Expense Report, go to the bottom of the page and click the **Expense Type** drop-down list again. Choose **Mileage IN SD County** and then click **Add**.

*Amount Spent: 9.32 USD
 Conversion Rate: 1.00000000
☒ Default Rate

Amount: 9.32 USD [Update]

Add Another Expense
 Expense Type: [Add]
 Done

Go To: [Account](#)

Step 12

An additional day entry has been added to the running balance. You must now complete the fields (textboxes) on the left side of the page with the required details for the new day of mileage. Don't forget to click **Update** when you're done.

Add Expense - Mileage IN SD County

Nancy Davis

Report ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

About This Expense

*Expense Date:

*Payment Type:

*Billing Type:

*Miles: x 0.4050

*Description:

☐ Personal Expense ☐ No Receipt

*Amount Spent: USD

Conversion Rate:

☒ Default Rate

Amount: USD

Add Another Expense

Expense Type:

Current Expenses

Date	Type	Amount
04/01/05	Mileage IN SD County	9.32
	Mileage IN SD County	0.00
Total Employee Expenses:		9.32
Total Personal Expenses:		0.00
Total Prepaid Expenses:		0.00
Total Employee Credits:		0.00
Total Vendor Credits:		0.00
Total Advance Applied:		0.00
Total Due Employee:		9.32
Total Due Vendor:		0.00

Step 13

When you are ready to either **Save for Later** or **Submit for Approval**, click **Done** in the lower left corner of the **Add Expense – Mileage in SD County** page.

(Steps 14a-c show how to **Save for Later**.)

(Steps 15a-d show how to **Submit for Approval**.)

*Amount Spent: USD

Conversion Rate:

☒ Default Rate

Amount: USD

Add Another Expense

Expense Type:

Total Due Employee: 9.32

Total Due Vendor: 0.00

Step 14a

The last step (clicking **Done**) brought you back to the **Expense Report Details** page. If you want to save your work and keep working, or if you want to save your work, log out, and pick up where you left off at a later date, click **Save for Later** at the bottom of the page. (See Illustration on Next Page).

Mileage IN SD County 04/01/2005 9.5

Mileage IN SD County 04/04/2005 4.5

Total Employee Expenses:
 Total Personal Expenses:
 Total Prepaid Expenses:
 Total Employee Credits:
 Total Vendor Credits:
 Total Cash Advances:

Total Due Employee:
 Total Due Vendor:

Save For Later Submit For Approval

Go To: [Modify Report Information](#) [SDCS Expense Rules](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)

Step 14b

The last step brought you to the **Save Confirmation** page. Click **OK**.

Create Expense Report

Save Confirmation

Nancy Davis

✓ The Save was successful.

OK

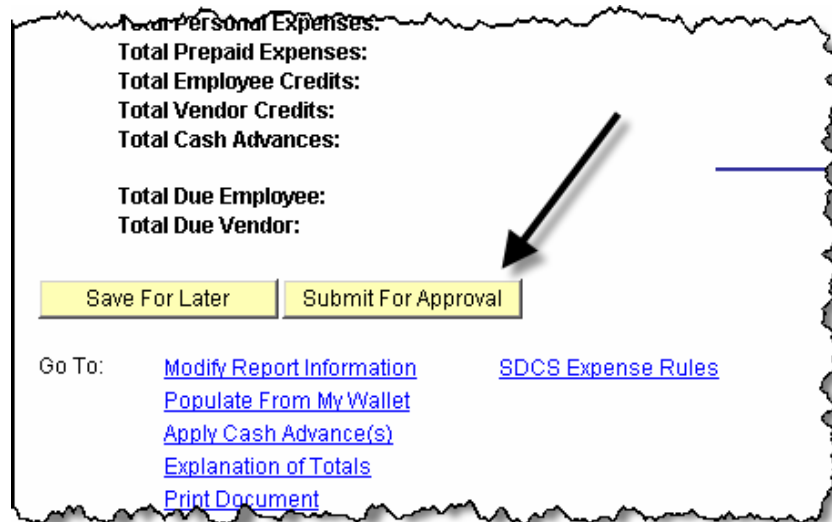
Step 14c

The last step saved your Expense Report and brought you back to that report's Expense Report Details page. At this point you can either elect to keep working on the report, or you can safely log out of the system. When you log back in next time, you will be able to locate this report and pick up where you left off.

It's a good idea to scroll down to the **Expense Report Status** area at the bottom, to view the information found there. (See the illustration for Step 15d).

Step 15a

If you are ready to submit the Expense Report now, you can do so by clicking **Submit for Approval** after you click the **Done** button (Step 13). (See Illustration on Next Page).



Personal Expenses:
Total Prepaid Expenses:
Total Employee Credits:
Total Vendor Credits:
Total Cash Advances:

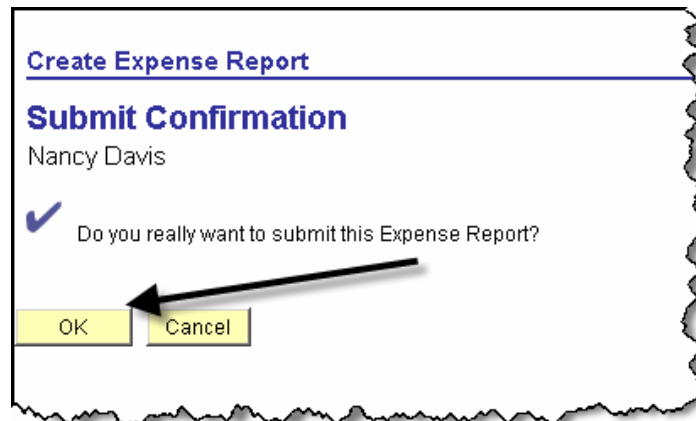
Total Due Employee:
Total Due Vendor:

[Save For Later](#) [Submit For Approval](#)

Go To: [Modify Report Information](#) [SDCS Expense Rules](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)
[Print Document](#)

Step 15b

You are asked if you really want to submit the report. **Remember that if you click OK at this point, you are submitting the report for approval and you CANNOT retrieve it or edit it after that!** If you're ready, click **OK**.



Create Expense Report

Submit Confirmation
 Nancy Davis

✓ Do you really want to submit this Expense Report?

[OK](#) [Cancel](#)

Step 15c

You will see the **Submit Confirmation** page. Click **OK** again.



Create Expense Report

Submit Confirmation
 Nancy Davis

✓ The Submit was successful.

[OK](#)

Step 15d

You are returned to the Expense Report Details page. If you scroll down to the bottom, you can view the information found in the **Expense Report Status** area. You can log out at this time.

Expense Report Status			
Routing	Name	Status	Date
Originator	Davis,Nancy	Submitted	06/20/2005
Approver 1	Approver,Expense		
Pre-Pay Auditor			

Approval Detail		Find View All	First	1 of 2	Last
Name:	Approver,Expense				
Comment:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>				

Go To: [View Report Information](#) [SDCS Expense Rules](#)
[View Exception Comments](#)

Delete a Single Day Entry from a Mileage Expense Report – Example Exercise

The following steps walk you through how to delete one or more single day entries from a Mileage Expense Report. You might want to delete a day (or several days) from your report before you submit it. For example, if you accidentally entered an extra day into the report, or if you entered a range of days but were out sick during a day or two within the range, you would need to delete such days.

NOTE: You can ONLY delete days from a Mileage Expense Report if you have not yet submitted the report! Once you submit the report, you can no longer edit it in any way.



Step by Step: Delete a Single Day from Your Mileage Expense Report

Step 1

You must first be sure you are viewing the Expense Report Details (summary) page of the report. The Expense Report Details page looks like the example on the next page. (If you are viewing a detail page of a single day's entry, and need to navigate to the Expense Report Details page, simply click the **Done** button in the lower left corner):

Create Expense Report

Expense Report Details

Nancy Davis

Report ID: NEXT

General Information

Report Description: Mileage Feb. 2006

Business Purpose: Other-written desc required

Reference:

Employee Base: Office

Add Expense

Expense Type:

Expense Line Items

[Customize](#) | [Find](#)

Expense Type	Date	Merchant	Amount	Currency	Split
Mileage IN SD County	02/01/2006		10.13	USD	Split <input type="button" value="-"/>
Mileage IN SD County	02/02/2006		20.25	USD	Split <input type="button" value="-"/>
Mileage IN SD County	02/03/2006		6.89	USD	Split <input type="button" value="-"/>
Mileage IN SD County	02/06/2006		17.01	USD	Split <input type="button" value="-"/>
Mileage IN SD County	02/07/2006		6.08	USD	Split <input type="button" value="-"/>

Total Employee Expenses: 60.36 USD

Total Personal Expenses: 0.00 USD

Total Prepaid Expenses: 0.00 USD

Total Employee Credits: 0.00 USD

Total Vendor Credits: 0.00 USD

Total Cash Advances: 0.00 USD

Total Due Employee: 60.36 USD

Total Due Vendor: 0.00 USD

Step 2

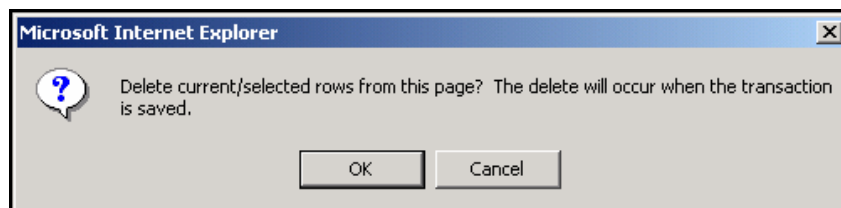
Find the day you wish to delete, within the **Expense Line Items** list. (Do NOT click on the "Mileage in SD County" hyperlink).

Step 3

Click on the minus sign button that corresponds to the day you wish to delete.

Step 4

When you see the confirmation box appear, click **OK**.



Now you can continue to submit the Mileage Expense Report normally.

Mileage Within San Diego County – Using A Template – Example Exercise

The following steps walk you through how to create an Expense Report for Mileage within San Diego County using a Template that you create. Using a Template allows you to enter in a range of days for the Expense report – e.g., a range of 6/1/04 – 6/30/04 would provide 30 lines for recording your daily travel.

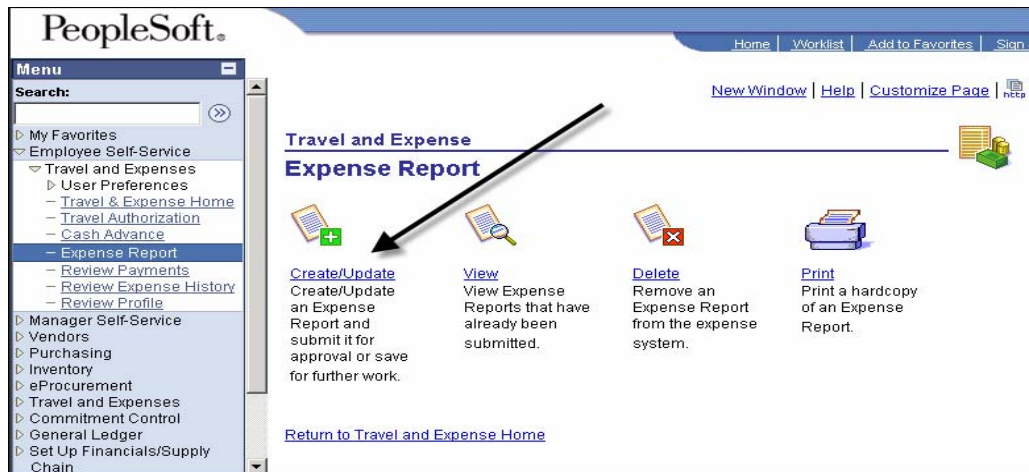
Once you create and save the template, you can use it to create and submit Expense Reports any time you wish. You would have to edit/update each Expense Report you create with current details.



Step by Step: Create and Use a Mileage Expense Report Template

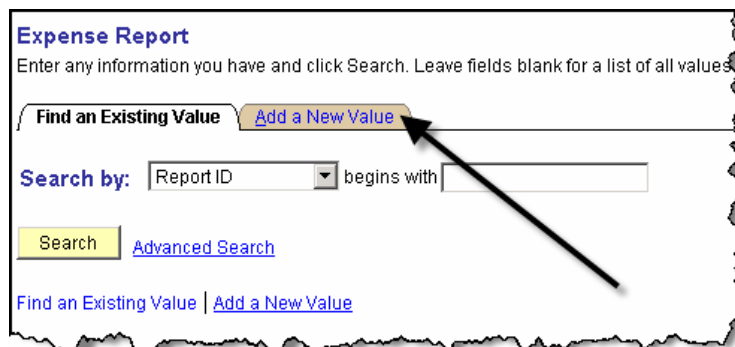
Step 1

Navigate to the Expense Reports home page, and start a new Expense Report by clicking **Create/Update**.



Step 2

Click **Add a New Value**.

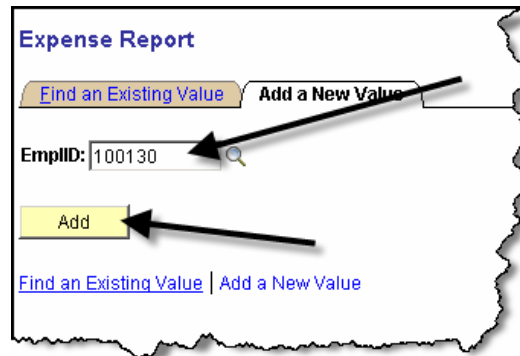


Step 3

If the screen shown here does not appear, skip ahead to Step 4. If this screen does appear, it means that someone else has authorized you in the system to create and submit Expense Reports

on h/her behalf. If so, then you must choose to create this Expense Report either for yourself (if you went on the trip) or for the other person (if h/she went on the trip).

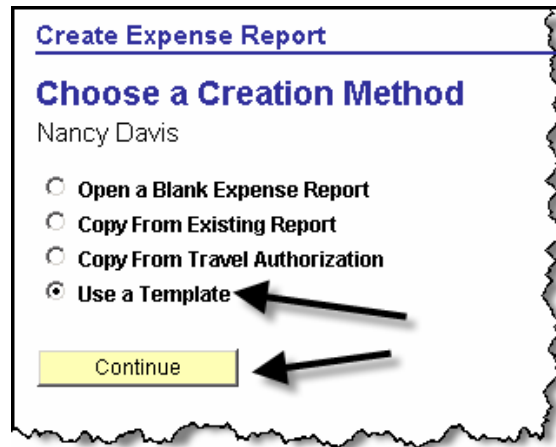
Type the correct person's Employee ID number in the **EmplID** textbox. Then click **Add**.



The image shows a screenshot of the 'Expense Report' form. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there is a text box labeled 'EmplID:' containing the value '100130'. A magnifying glass icon is to the right of the text box. Below the text box is a yellow button labeled 'Add'. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'. Two black arrows point to the 'EmplID' text box and the 'Add' button.

Step 4

Choose **Use a Template** and click **Continue**.



The image shows a screenshot of the 'Create Expense Report' form. The title is 'Create Expense Report'. Below the title is the subtitle 'Choose a Creation Method'. Underneath the subtitle is the name 'Nancy Davis'. There are four radio button options: 'Open a Blank Expense Report', 'Copy From Existing Report', 'Copy From Travel Authorization', and 'Use a Template'. The 'Use a Template' option is selected. Below the options is a yellow button labeled 'Continue'. Two black arrows point to the 'Use a Template' radio button and the 'Continue' button.

Step 5

Ignore the **Use Existing Template** area, since you are going to create a new template for yourself. Click a checkmark into the box on the left side labeled **Mileage IN SD County**. Also click a checkmark into the box to the right, labeled **Daily**. (See Illustration on Next Page).

Create Expense Report

Use a Template

Nancy Davis Report ID: NEXT

You can select from an existing template, either public or private, with which to populate this transaction. You can then select a date range that you would like to use to apply to this transaction and whether you would like to have an entry of that expense type for each day in the date range. Your options can be saved as a new private template by providing a name and description for the new template.

Use Existing Template

Type of Template: Public Template template:

Options	Expense Type	Daily
<input type="checkbox"/>	Airfare	<input type="checkbox"/>
<input type="checkbox"/>	Airfare Exchange Fee	<input type="checkbox"/>
<input type="checkbox"/>	Business Phone Call	<input type="checkbox"/>
<input type="checkbox"/>	Car Rental	<input type="checkbox"/>
<input type="checkbox"/>	Community Based Instruction	<input type="checkbox"/>
<input type="checkbox"/>	Conference/Reg Fee - NOT in SD	<input type="checkbox"/>
<input type="checkbox"/>	Conference/Reg fee - SD County	<input type="checkbox"/>
<input type="checkbox"/>	Daily Vehicle Rental M&O Only	<input type="checkbox"/>
<input type="checkbox"/>	Fuel for Rental Car	<input type="checkbox"/>
<input type="checkbox"/>	Lodging	<input type="checkbox"/>
<input type="checkbox"/>	Meals	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mileage IN SD County	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mileage OUT of SD County	<input type="checkbox"/>
<input type="checkbox"/>	National Board Certification	<input type="checkbox"/>
<input type="checkbox"/>	Parking - Outside SD County	<input type="checkbox"/>
<input type="checkbox"/>	Parking - SD County	<input type="checkbox"/>
<input type="checkbox"/>	Personal Phone Call	<input type="checkbox"/>

Step 6

At the bottom of the page enter the **Date Range** you wish to have on the template. The district's Accounts Payable department requires that you create a separate Mileage Expense Report for each month you wish to claim. In this example, we chose the month of April.

☐ Wizard - Do Not Use

☐ Wizard - Miscellaneous

Date Range

From: 04/01/2005 BT To: 04/30/2005 BT

Save As New Template

New Template: Description:

Continue

Step 7

In the **Save As New Template** area enter a **New Template** name and a **Description** for the template. Then click **Continue**. (See Illustration on Next Page).

Date Range

From: 04/01/2005 To: 04/30/2005

Save As New Template

New Template: APR MILE Description: April 05 Mileage

Continue

Step 8

This next screen is the **General Information** page. Here you must fill in the fields with the details about this Expense Report. Then click the link, **Default Accounting For This Expense Report** at the bottom.

General Information

Nancy Davis Report ID: NF

*Report Description: Mileage April 2005
(Example: Trip to New York)

*Business Purpose: Other-written desc required

Default Location: San Diego

Reference:

Comment: Mileage Report for April 1 - 30, 2005. Travel to various district sites to conduct training classes and/or to attend required meetings.

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Step 8

This next screen displays the Chartfield string for this Expense Report. **It is VERY IMPORTANT that you verify each Chartfield, from DeptID through Extended; you must make sure that all the budget code numbers are entered correctly into each Chartfield. Please pay SPECIAL ATTENTION to the DeptID Chartfield, and make sure it is correct so that the appropriate Dept. Approver receives this Expense Report to approve it.** When you are finished updating the Chartfields here, click OK. (See Illustration on Next Page).

Default Accounting For This Expense Report

Nancy Davis Report ID: NEXT

Accounting Summary

GL ChartFields 1 Projects ChartFields

%	*GL Unit	DeptID	Resource	Bud Ref	Program	Class	Fund	Extended	Project
100.00	SDUSC	0003	00000	00	1000	1110	01000	0000	

Add Refresh

OK

Step 9

Click **Continue**.

Business Purpose:

Default Location: SAN DIEGO

Reference:


Comment: Mileage Report for April 1 - 30, 2005. Travel to various district sites to conduct training classes and/or to attend required meetings.

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Step 10a

The next screen you come to is the **Expense Report Details** page. Notice that there are daily entries for every day in April, including weekends. You must go through and delete the weekend days, as well as any other days when you did not incur eligible mileage. You can delete an entry by clicking its minus button  on the right side. (See Illustration on Next Page).

Expense Report Details

Nancy Davis

Report ID: NEXT

General Information

Report Description: Mileage April 2005
Business Purpose: Other-written desc required
Reference:

Employee Base: Office

Add Expense

Expense Type:

Expense Line Items

Customize | Find |

Expense Type	Date	Merchant	Amount	Currency	Split
Mileage IN SD County	04/01/2005		0.00	USD	Split
Mileage IN SD County	04/02/2005		0.00	USD	Split
Mileage IN SD County	04/03/2005		0.00	USD	Split
Mileage IN SD County	04/04/2005		0.00	USD	Split
Mileage IN SD County	04/05/2005		0.00	USD	Split
Mileage IN SD County	04/06/2005		0.00	USD	Split
Mileage IN SD County	04/07/2005		0.00	USD	Split
Mileage IN SD County	04/08/2005		0.00	USD	Split
Mileage IN SD County	04/09/2005		0.00	USD	Split
Mileage IN SD County	04/10/2005		0.00	USD	Split
Mileage IN SD County	04/11/2005		0.00	USD	Split
Mileage IN SD County	04/12/2005		0.00	USD	Split
Mileage IN SD County	04/13/2005		0.00	USD	Split
Mileage IN SD County	04/14/2005		0.00	USD	Split
Mileage IN SD County	04/15/2005		0.00	USD	Split
Mileage IN SD County	04/16/2005		0.00	USD	Split
Mileage IN SD County	04/17/2005		0.00	USD	Split
Mileage IN SD County	04/18/2005		0.00	USD	Split
Mileage IN SD County	04/19/2005		0.00	USD	Split
Mileage IN SD County	04/20/2005		0.00	USD	Split
Mileage IN SD County	04/21/2005		0.00	USD	Split
Mileage IN SD County	04/22/2005		0.00	USD	Split
Mileage IN SD County	04/23/2005		0.00	USD	Split
Mileage IN SD County	04/24/2005		0.00	USD	Split
Mileage IN SD County	04/25/2005		0.00	USD	Split
Mileage IN SD County	04/26/2005		0.00	USD	Split
Mileage IN SD County	04/27/2005		0.00	USD	Split
Mileage IN SD County	04/28/2005		0.00	USD	Split
Mileage IN SD County	04/29/2005		0.00	USD	Split

Total Employee Expenses: 0.00 USD
Total Personal Expenses: 0.00 USD
Total Prepaid Expenses: 0.00 USD
Total Employee Credits: 0.00 USD
Total Vendor Credits: 0.00 USD
Total Cash Advances: 0.00 USD

Total Due Employee: 0.00 USD
Total Due Vendor: 0.00 USD

Step 10b

After you have deleted all the unnecessary day entries, you must edit and update each individual entry. Begin by clicking on the first entry; in this example, we will click on April 1st.

Expense Report Details

Nancy Davis Report ID: NEXT

General Information

Report Description: Mileage April 2005 **Employee Base:** Office

Business Purpose: Other-written desc required

Reference:

Add Expense

Expense Type: Add

Expense Line Items

[Customize](#) | [Find](#) |

Expense Type	Date	Merchant	Amount	Currency	Split
Mileage IN SD County	04/01/2005		0.00	USD	Split
Mileage IN SD County	04/05/2005		0.00	USD	Split
Mileage IN SD County	04/07/2005		0.00	USD	Split
Mileage IN SD County	04/08/2005		0.00	USD	Split
Mileage IN SD County	04/11/2005		0.00	USD	Split
Mileage IN SD County	04/13/2005		0.00	USD	Split
Mileage IN SD County	04/18/2005		0.00	USD	Split
Mileage IN SD County	04/20/2005		0.00	USD	Split
Mileage IN SD County	04/21/2005		0.00	USD	Split
Mileage IN SD County	04/25/2005		0.00	USD	Split
Mileage IN SD County	04/26/2005		0.00	USD	Split
Mileage IN SD County	04/28/2005		0.00	USD	Split
Mileage IN SD County	04/29/2005		0.00	USD	Split

Step 11

The last step brought you into the **Add Expense – Mileage in SD County** page for the day of April 1, 2005. On the left side of the screen are the fields you must fill in with the details of your mileage for that day. On the right side of the screen you see the running balance of the entire Expense Report. It reflects any changes you make after you update a day entry.

Go ahead and fill in the details for April 1st. (See Illustration on Next Page).

Add Expense - Mileage IN SD County

Nancy Davis Report ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

About This Expense

*Expense Date: 04/01/2005

*Payment Type: Not Applicable

*Billing Type: Internal

*Miles: 37 x 0.4050 Calc Mileage

*Description: From ABC Charter School to Monroe Jr. High to Ed Center. Bonita, Mo. 64-023

☐ Personal Expense ☐ No Receipt

*Amount Spent: 0.00 USD

Conversion Rate: 1.00000000

☒ Default Rate

Current Expenses

Date	Type	Amount
04/01/05	Mileage IN SD County	0.00
04/05/05	Mileage IN SD County	0.00
04/07/05	Mileage IN SD County	0.00
04/08/05	Mileage IN SD County	0.00
04/11/05	Mileage IN SD County	0.00
04/13/05	Mileage IN SD County	0.00
04/18/05	Mileage IN SD County	0.00
04/20/05	Mileage IN SD County	0.00
04/21/05	Mileage IN SD County	0.00
04/25/05	Mileage IN SD County	0.00
04/26/05	Mileage IN SD County	0.00
04/28/05	Mileage IN SD County	0.00
04/29/05	Mileage IN SD County	0.00

Step 12

When you're done filling in the fields on the left side, (beginning with **Payment Type** and ending with **Description**), you must click **Update**. This refreshes the running balance on the right side.

Amount Spent: 0.00 USD

Conversion Rate: 1.00000000

☒ Default Rate

Amount: 0.00 USD Update

Another Expense

Expense Type: Add

Copy Current Expense

Current Expenses

Date	Type	Amount
04/01/05	Mileage IN SD County	14.99
04/05/05	Mileage IN SD County	0.00
04/07/05	Mileage IN SD County	0.00
04/08/05	Mileage IN SD County	0.00
04/11/05	Mileage IN SD County	0.00

Step 13

Now you must edit and update each and every day entry the same way. You can access the details page for each day entry by clicking on the entry itself (**Mileage IN SD County**) in the list on the right side. **Remember to UPDATE every entry after you complete filling in the fields on the left side.**

NOTE: You don't have to update all entries during the same session. You can do as many as you want, and then **Save For Later**. You can then choose to finish at another time.

Current Expenses		
Date	Type	Amount
04/01/05	Mileage IN SD County	14.99
04/05/05	Mileage IN SD County	0.00
04/07/05	Mileage IN SD County	0.00
04/08/05	Mileage IN SD County	0.00
04/11/05	Mileage IN SD County	0.00
04/13/05	Mileage IN SD County	0.00
04/18/05	Mileage IN SD County	0.00
04/20/05	Mileage IN SD County	0.00
04/21/05	Mileage IN SD County	0.00
04/25/05	Mileage IN SD County	0.00
04/26/05	Mileage IN SD County	0.00
04/28/05	Mileage IN SD County	0.00
04/29/05	Mileage IN SD County	0.00

Step 14

After you have completed updating all the day entries for the entire report (or as many as you want right now), click **Done** in the lower left corner of the page.

The screenshot shows the 'Expense Report' interface. At the top, there is a 'Conversion Rate' field set to '1.00000000' with a 'Default Rate' checkbox checked. Below this is an 'Amount' field showing '8.10 USD' and an 'Update' button. A section titled 'Add Another Expense' contains an 'Expense Type' dropdown menu and an 'Add' button. Below this is a 'Copy Current Expense' button. In the bottom left corner, there is a yellow 'Done' button, which is highlighted by a black arrow pointing towards it from the right.

Step 15

At this point you can either **Save For Later** and come back to the report another time, or you can **Submit For Approval** if you are ready to submit the report. **Remember, once you submit the Expense Report you cannot edit it anymore.**

The screenshot shows the bottom section of the 'Expense Report' interface. It displays four summary lines: 'Total Vendor Credits:', 'Total Cash Advances:', 'Total Due Employee:', and 'Total Due Vendor:'. Below these lines are two yellow buttons: 'Save For Later' and 'Submit For Approval'. These two buttons are circled with a black oval. Below the buttons, there is a 'Go To:' section with several blue links: 'Modify Report Information', 'Populate From My Wallet', 'Apply Cash Advance(s)', 'Explanation of Totals', and 'Print Document'. To the right of these links is a link for 'SDCS Expense Rules'.

Step 16

In this example, we chose to Save For Later. Either way, you must click **OK** until you are returned to the Expense Report. You may print out a copy if you wish, or simply log out.

The screenshot shows a 'Create Expense Report' dialog box titled 'Save Confirmation'. It displays the name 'Nancy Davis' and a blue checkmark icon. Below the checkmark, it says 'The Save was successful.' At the bottom left of the dialog box, there is a yellow 'OK' button, which is highlighted by a black arrow pointing towards it from the right.

Mileage Within San Diego County – Copy from an Old Existing Report – Example Exercise

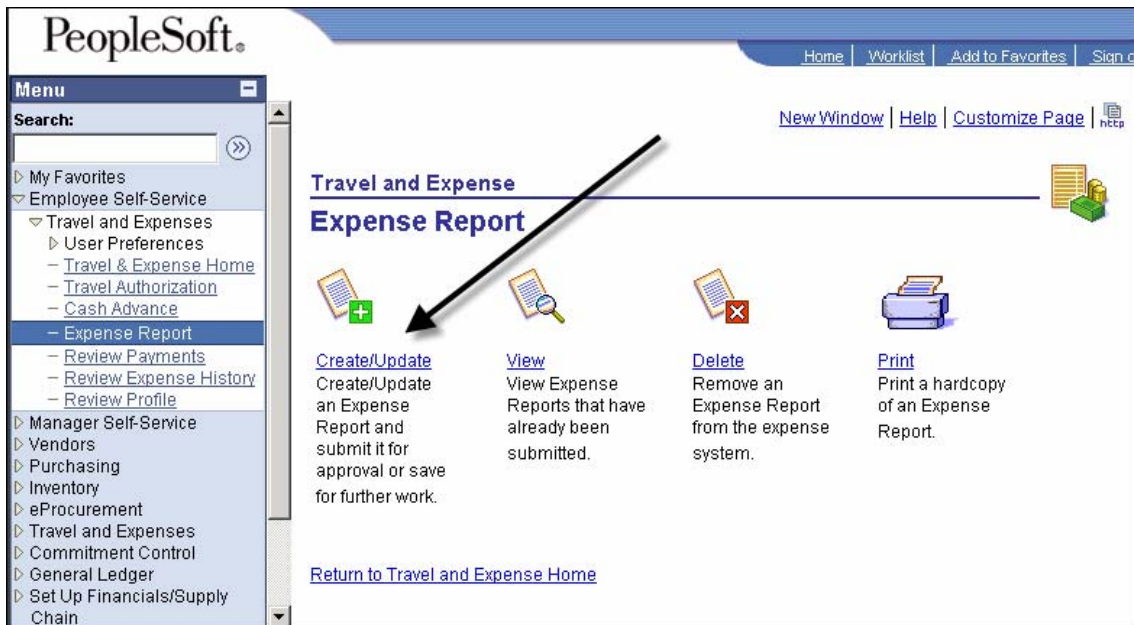
The following steps walk you through how to create an Expense Report for Mileage within San Diego County by copying from a previously created Expense Report and simply changing or updating the information. This approach may save you time if the report you are creating needs to be quite similar to a past report.



Step by Step: Create a Mileage Expense Report from an Old Existing Report

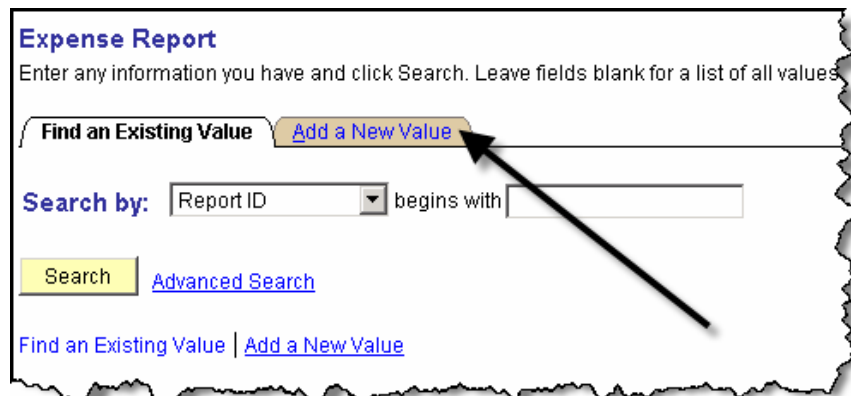
Step 1

Navigate to the Expense Reports home page, and start a new Expense Report by clicking **Create/Update**.



Step 2

Click **Add a New Value**.



Step 3

If the screen shown here does not appear, skip ahead to Step 4. If this screen does appear, it means that someone else has authorized you in the system to create and submit Expense Reports on h/her behalf. If so, then you must choose to create this Expense Report either for yourself (if you went on the trip) or for the other person (if h/she went on the trip).

Type the correct person's Employee ID number in the **EmplID** textbox. Then click **Add**.

The screenshot shows the 'Expense Report' screen. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below them is a text box labeled 'EmplID:' containing the value '100130'. To the right of the text box is a magnifying glass icon. Below the text box is a yellow button labeled 'Add'. At the bottom, there are two links: 'Find an Existing Value' and 'Add a New Value'. Arrows point from the 'Add a New Value' button to the magnifying glass icon and from the 'Add' button to the 'Add' button.

Step 4

Choose **Copy From Existing Report**. Then click **Continue**.

The screenshot shows the 'Create Expense Report' screen. At the top, there is a link 'Create Expense Report'. Below it is the heading 'Choose a Creation Method'. Under this heading is the name 'Nancy Davis'. There are four radio button options: 'Open a Blank Expense Report', 'Copy From Existing Report' (which is selected), 'Copy From Travel Authorization', and 'Use a Template'. Below these options is a yellow button labeled 'Continue'. Arrows point from the 'Copy From Existing Report' option to the 'Continue' button.

Step 5

Click the **Select** button next to the old report you wish to copy from.

The screenshot shows the 'Create Expense Report' screen, specifically the 'Copy From an Existing Expense Report' section. At the top, there is a link 'Create Expense Report'. Below it is the heading 'Copy From an Existing Expense Report'. Under this heading is the name 'Nancy Davis'. To the right of the name is a 'Report ID:' field with the value 'NEXT'. Below the name and 'Report ID:' field are two date pickers: 'From Date:' with the value '03/21/2004' and 'To:' with the value '06/21/2005'. To the right of the date pickers is a yellow button labeled 'Search'. Below the date pickers and 'Search' button is a table with the following columns: 'Report ID', 'Description', 'Business Purpose', 'Status', and 'Created'. The table contains two rows of data. The first row has a 'Select' button next to the 'Report ID' '0000002952'. The second row has a 'Select' button next to the 'Report ID' '0000002951'. Below the table is a link 'Return to Choose a Creation Method'. A circle is drawn around the 'Select' button next to the first row of data.

Report ID	Description	Business Purpose	Status	Created
0000002952	Mileage April 2005	Other-written desc required	Pending	06/21/2005
0000002951	Mileage April 2005	Other-written desc required	Submitted	06/20/2005

Step 6

You will now see the **General Information** page of the new Expense Report, filled in with the details from the old report. You can edit it as much as you like. In this example, we changed some of the details, such as the Description and the Comments.

In addition to editing the information here, you must ensure that the Chartfield string for this new report is accurate. Since you copied it from an old report, this new one automatically picked up the Chartfield string that was used in the old one. If you want to continue to use that same Chartfield string, then just leave it alone. If you feel you should check it, or change it, you need to click the link at the bottom of this page **BEFORE** you continue on. The link is called **Default Accounting For This Expense Report**.

When you're done editing, click **Continue**.

General Information
Nancy Davis Report ID:

*Report Description: Mileage April 2005
(Example: Trip to New York)

*Business Purpose: Other-written desc required

Default Location: SAN DIEGO

Reference:

Comment: Mileage Report April 1 - 30, 2005.
Travel to various district sites to conduct training classes and/or to attend required meetings.

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

General Information
Nancy Davis Report ID:

*Report Description: Mileage May 2005
(Example: Trip to New York)

*Business Purpose: Other-written desc required

Default Location: SAN DIEGO

Reference:

Comment: Mileage Report May 1 - 31, 2005.
Travel to various school sites to deliver presentations to teachers.

Continue

Go To: [Default Accounting For This Expense Report](#)

* Required Field

Step 7

You are now brought into the **Expense Report Details** page. You must edit and update all the day entries to reflect the information you are claiming for this new report. The day entries still show old information (old dates, miles, odometer readings) from the old report they were copied from. You have to change and update them to show the current information. You can also add to or delete from the number of day entries. You begin by clicking on the first day entry, to get into its details page.

General Information

Report Description: Mileage May 2005 Employee Base: Office

Business Purpose: Other-written desc required

Reference:

Add Expense

Expense Type: Add

Expense Line Items [Customize](#) [Find](#)

Expense Type	Date	Merchant	Amount	Currency	Split
Mileage IN SD County	04/01/2005		9.32	USD	Split
Mileage IN SD County	04/04/2005		4.05	USD	Split

Total Employee Expenses: 13.37 USD

Total Personal Expenses: 0.00 USD

Step 8

You are brought into the **Add Expense – Mileage IN SD County** details page for that day's entry. You must edit all pertinent information in the fields on the left side. Then, click **Update**.

Add Expense - Mileage IN SD County
Nancy Davis

Please fill in the following fields for this expense transaction. You can then bottom of this page or return to the main page by pressing 'Done'.

About This Expense

*Expense Date: 04/01/2005 [B]

*Payment Type: Not Applicable

*Billing Type: Internal

*Miles: 23 x 0.4050 **Calc Mileage**

*Description: From Mission Bay High to Gompers Jr. High to Adams

☐ Personal Expense ☐ No Receipt

About This Expense

*Expense Date: 05/02/2005 [B]

*Payment Type: Not Applicable

*Billing Type: Internal

*Miles: 35 x 0.4050 **Calc Mileage**

*Description: From Smith Elementary to Jones High School and back.

☐ Personal Expense ☐ No Receipt

*Amount Spent: 9.32 USD

Conversion Rate: 1.00000000

☒ Default Rate

Amount: 9.32 USD **Update**

Add Another Expense

Expense Type: Add

The results of the update are shown in the running balance on the right side of the page.

Current Expenses		
Date	Type	Amount
05/02/05	Mileage IN SD County	14.18
04/04/05	Mileage IN SD County	4.05
Total Employee Expenses:		18.23
Total Personal Expenses:		0.00
Total Prepaid Expenses:		0.00
Total Employee Credits:		0.00
Total Vendor Credits:		0.00
Total Advance Applied:		0.00
Total Due Employee:		18.23
Total Due Vendor:		0.00

Step 9

You must continue to edit and update each day's entry of the report. To get into the details page of any given day entry, just click on that day in the running balance list on the right side.

About This Expense

*Expense Date: 05/02/2005 [B]

*Payment Type: Not Applicable

*Billing Type: Internal

*Miles: 35 x 0.4050 **Calc Mileage**

*Description: From Smith Elementary to Jones High School and back.

☐ Personal Expense ☐ No Receipt

*Amount Spent: 14.18 USD

Conversion Rate: 1.00000000

☒ Default Rate

Amount: 14.18 USD **Update**

Add Another Expense


Current Expenses

Date	Type	Amount
05/02/05	Mileage IN SD County	14.18
04/04/05	Mileage IN SD County	4.05
Total Employee Expenses:		18.23
Total Personal Expenses:		0.00
Total Prepaid Expenses:		0.00
Total Employee Credits:		0.00
Total Vendor Credits:		0.00
Total Advance Applied:		0.00
Total Due Employee:		18.23
Total Due Vendor:		0.00



Remember to click UPDATE after editing each day entry. When you are finished, click **Done**.

Step 10a

When you clicked **Done** you were brought back to the **Expense Reports Details** page. Now is the time for you to add more day entries to the report, or to delete any day entries you do not want.

To delete an entry, click on its minus  button (on the right side), and then click **OK** to confirm the deletion.

To add a new day entry, choose **Mileage IN SD County** from the **Expense Type** drop-down list. Then click **Add**.

Expense Type	Date	Amount	Currency	Split
Mileage IN SD County	05/02/2006	14.18	USD	Split 
Mileage IN SD County	05/03/2006	10.94	USD	Split 
Total Employee Expenses:		25.12	USD	
Total Personal Expenses:		0.00	USD	

Step 10b

Complete the details for the new day entry on the left side. Click **Update** and then click **Done** if you are finished adding days, or choose **Mileage IN SD County** from the **Expense Type** drop-down list (now located at the bottom of the page). Then click **Add**.

Continue to add and update new day entries until you are ready to click **Done**.

Step 11

To save the report and work on it some more now, or work on it later, click **Save For Later**. Then click **OK**. Then you can continue working or choose to log out.

To submit the completed report for approval, click **Submit For Approval**.

County	05/03/2005	10.94 USD
Mileage IN SD County	05/04/2005	6.89 USD

Total Employee Expenses: 32
Total Personal Expenses: 0
Total Prepaid Expenses: 0
Total Employee Credits: 0
Total Vendor Credits: 0
Total Cash Advances: 0
Total Due Employee: 32
Total Due Vendor: 0

Go To: [Modify Report Information](#) [SDCS Expense Rules](#)
[Populate From My Wallet](#)
[Apply Cash Advance\(s\)](#)
[Explanation of Totals](#)

Step 12a

If you are sure the report is ready for approval, click **OK**. If not, click **Cancel** to return to the report where you can finish it or log out.

Create Expense Report

Submit Confirmation

Nancy Davis

✓ Do you really want to submit this Expense Report?

Step 12b

Click **OK** to confirm.

Create Expense Report

Submit Confirmation

Nancy Davis

✓ The Submit was successful.

You are brought back to the report's main page where you can log out.

Tips & Tricks for Expense Reports

Don't Get Logged Out Unexpectedly! If you think it might take you longer than 15 minutes to complete an Expense Report, take these steps to ensure the system won't kick you out unexpectedly, which can cause you to lose the Expense Report.

- After you log into PeopleSoft and after you click the **Financials Supply Chain** link, go back to the portal page (where you signed in) and close that window by its X button in the upper right corner.
- As soon as you complete one expense line entry, click **Done** and then click **Save For Later**. That is the only way to save your Expense Report so you can go on working on it without risking losing it.

Be as Complete as Possible – Include all pertinent details for each and every expense line in the Expense Report. Don't assume you can abbreviate or take shortcuts. You may end up having the report denied, which means a delay since you will have to either edit it or resubmit it, or start all over.

Verify Chartfields on Each Report – In the beginning of every Expense Report you create, as soon as you arrive at the **General Information** page, you should ALWAYS verify your Chartfield string (budget code numbers). Do this by going to the bottom of the page and clicking the link, **Default Accounting For This Expense Report**. It will take you right to the Chartfield page. Make sure that all budget code numbers are entered correctly in the Chartfields, especially the **DeptID** code. Then click **OK**. This procedure can save you enormous headaches later on; it prevents the Expense Report from being sent to the wrong approver, and it ensures that the proper budget is used.

Save Your Work – After completing the first expense entry in any Expense Report and clicking **Update**, go ahead and click **Done** to get out to the Expense Report Details page. Then click **Save For Later**. This procedure saves your report and prevents you from losing it in case your computer crashes or logs you out unexpectedly. You should save your work in this way every five minutes or so, just to be safe.

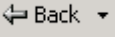
Complete Mileage Entries with All Details – Be sure to include all necessary details and information when you fill in the **Description** fields for your day entries on Mileage Expense Reports. Include your destinations and your odometer readings. If you leave anything out, your Expense Report will be denied, and your reimbursement check will be delayed.

No Future Dates on Expense Reports – Expense Reports do not allow you to enter any future dates. You can only enter current or past dates for expenses incurred.

SDCS Expense Rules – At the bottom of any Expense Report Details page, you will find a link called **SDCS Expense Rules**. When you click this link it brings you to a page with all the district's rules and policies on eligible expenses. At the bottom of this page you can click **Return** to go back to where you left off.

[SDCS Expense Rules](#)

Don't Click the Back Button – A general rule to follow when using any PeopleSoft

applications is to **never** click the **Back** button  on your browser window. Doing so can make you lose your work, and even kick you completely out of the software program. You will always be able to find a menu choice or other link to click on within the page, to bring you back to the previous page or to other pages.

Maintain the Best PeopleSoft Connections

It is important for you to maintain your PeopleSoft application connection so that it remains in optimum working condition at all times.

To do this, you must complete a quick, simple, routine task every day. The task is called “**Clearing [or Deleting] Your Cache Files**”.

Cache files are files that are deposited onto your computer's hard drive every time you click to a new web page while you're on the Internet. They are also referred to as Cookies or Temporary Internet Files. They are generally harmless. But if you ignore them, they pile up every time you use the Internet. They can pile up so much that it can cause your computer to perform sluggishly, or even start to get weird error messages that make no sense. So, it's important for you to clear out all the cache files every day, to make room for the new ones that will come in.

The following steps walk you through the procedure for clearing cache files.

Clear Cache Files – Example Exercise



Step by Step: Clear Cache Files

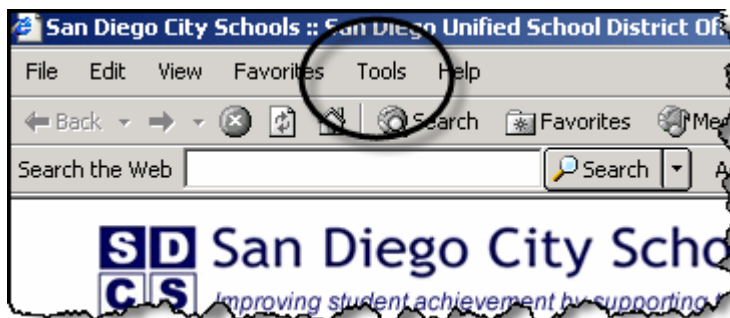
Step 1



Launch Microsoft Internet Explorer . It makes no difference which web site or web page is displayed on your screen.

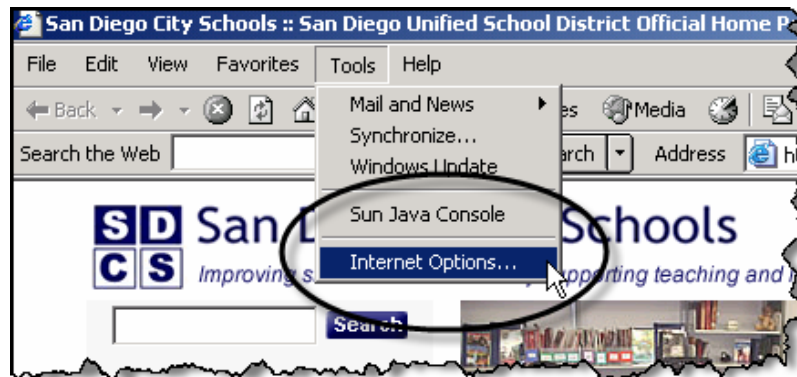
Step 2

Click **Tools** on the menu bar at the top of the screen.



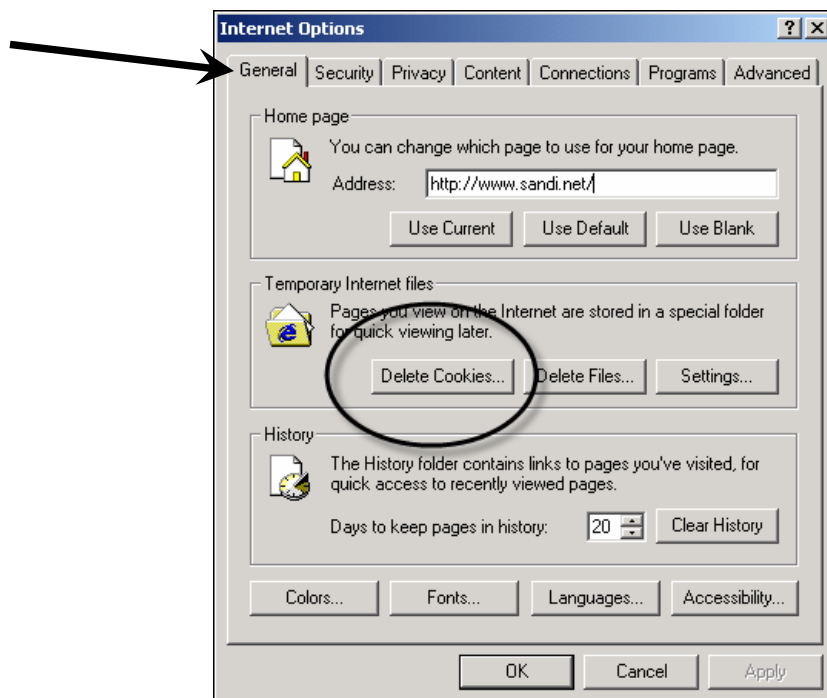
Step 3

Click **Internet Options** on the Tools menu.



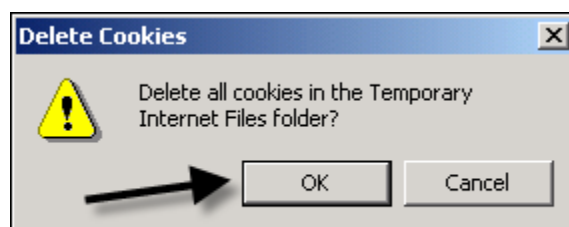
Step 4

Click **Delete Cookies** on the General menu.



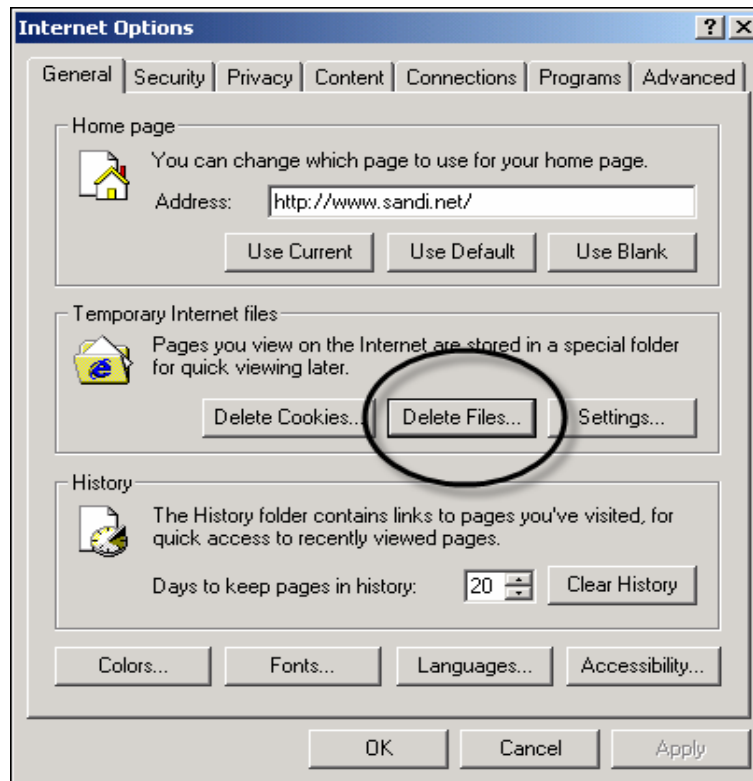
Step 5

Click **OK**.



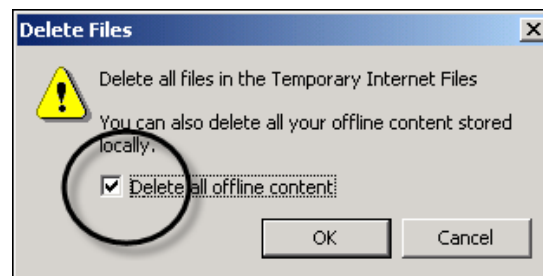
Step 6

Click **Delete Files**.



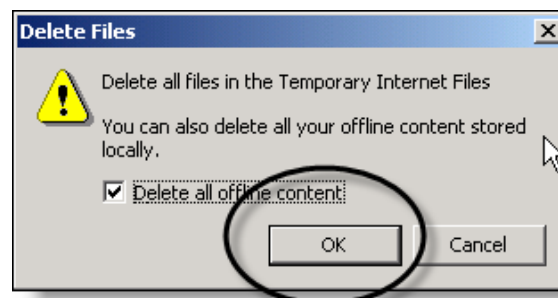
Step 7

Click a checkmark into the box labeled **Delete all offline content**.



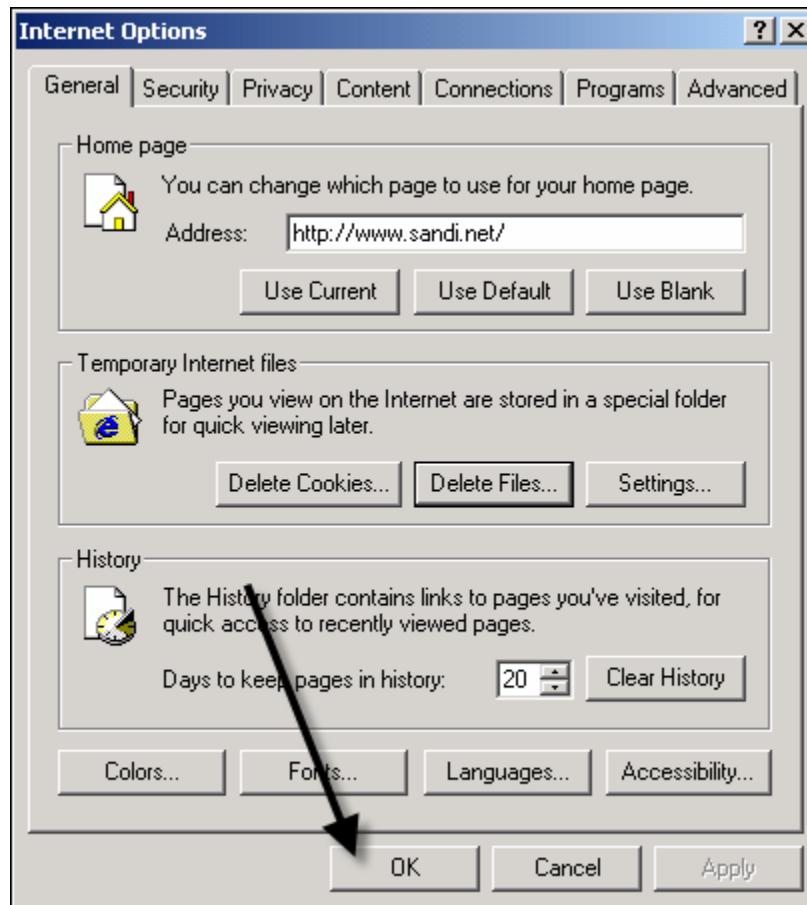
Step 8

Click **OK**.



Step 9

Click the “big” **OK** button at the bottom.



Step 10

Close your browser window (Microsoft Internet Explorer). Re-launch it when you are ready to resume working on the Internet. This last step will refresh the browser and make it completely clean.

Support – How to Find Help

NOTE: DO NOT call the IT Help Desk. They do not offer support on any PeopleSoft applications.

You have several ways to get help with using the district's PeopleSoft Financials Travel & Expenses software. Your support options are listed and explained here in the order of how you should proceed.

1) **First**, you need to carefully read (or re-read) your training materials (user manual, job aids). Most questions can be answered there.

To print out copies of training materials please go online to:

<http://www.sandi.net/peoplesoft>

On this website, click the “**Read & Learn**” link on the left side. That brings you to a page where you can click and print out many different job aids and manuals.

2) If you need more help than what the training materials provide, the **second** thing you can do is attend an **Open Lab** session. Open Lab is a free help clinic provided for all district employees who have **already completed** the related training class. Open Lab is held on a regular basis. At Open Lab you can receive individualized, one-on-one assistance from the Travel & Expenses instructor with any problems or questions you may have while using the Travel and Expenses software. Open Lab is a first-come-first-served arrangement. No appointments are taken. Just show up, and bring your work and all pertinent information with you.

For details on when and where Open Lab takes place (the schedule is posted every month on the district's DWA web site), please go online to:

<http://www.sandi.net/peoplesoft>

On this website, click the “**Training**” link on the left side. That brings you to a page where you can find the Open Lab schedule, as well as other information about training classes.

3) **After** you have done Steps 1 and/or 2 above, if you still feel you need further assistance, please contact the appropriate Travel & Expenses expert. As of the printing of this manual, there is a list of Accounts Payable staff members who can assist you. Please find your designated contact person from this list. It begins here and ends on the next page.

ACCOUNTS PAYABLE VENDOR ASSIGNMENTS EFFECTIVE 04/03/06

Vendors are assigned to A/P staff alphabetically by the payee's last name or company name.

Employee Travel Authorizations and Expense Reports with receipts are assigned to A/P staff alphabetically by the traveler's last name.

Employee Mileage Reports are assigned to A/P staff by the last 2 digits of the employee's six-digit employee number.

Abe Caluza 725-7771

Mi - Mz, Ph - Pz, Mileage emp id's 85 - 92,
Water/Sewer Utility
Hours: 7:00 - 3:30
jcaluza@sandi.net

Nancy Miraflor 725-7766

"San Diego", Q, U, V, X - Z, Mileage emp id's 53 - 60
Procurement Card 0002
Hours: 7:30 - 4:00
nmiraflor@sandi.net

Cindy Stephens 725-7763

C, D, L, Mileage emp id's 00 - 06,
Procurement Card 0050
Hours: 7:30 - 6:00 Tue - Fri
cstephens@sandi.net

CoCo Velazquez 725-7759

I, Ma - Mh, T, Mileage emp id's 07 - 14,
Procurement Card 0020, Vendor set-ups
Hours: 6:30 - 5:00 off Thur
svelazquez1@sandi.net

Cordae Auld 725-7770

Bi - Bz, G, Mileage emp id's 23 - 29,
Procurement Card 0003, Vendor set-ups
Hours: 7:00 - 5:30 Tue - Fri
cauld@sandi.net

Kathy Herman-Albrektsen 725-7757

A, J, Mileage emp id's 46 - 52
Hours: 5:15 - 2:45, off every other Friday
kh Herman-albrektsen@sandi.net

Kitty Jackson 725-7751

N, R, "Whoo's Smart",
Mileage emp id's 15 - 22,
Procurement Card 0040
Hours: 5:15 - 2:45, off every other Fri
cjackson1@sandi.net

Kristina Rucker 725-7767

Open/distribute/scan mail, gas/electric, ASB
1099 data compilation, filing, assist A/P techs
Hours: 7:00 - 3:30
krucker@sandi.net

Magda Henein 725-7760

E,K, Gas Credit Cards, Mileage emp id's 30 - 37
Procurement Card 0042, Local Telephone
Hours: 6:30 - 4:00, off every other Friday
mhenein@sandi.net

Margaret Gomes 725-7768

F, Supt of Schools, Mileage emp id's 38 - 45
Procurement Card 0030
Hours: 7:00 - 3:30
mgomes@sandi.net

Phuong Pham 725-7761

H, W (except Whoo's Smart),
Mileage emp id's 61 - 68, Cell Phones
Hours: 7:30 - 4:00
ppham@sandi.net

Sandy Davis 725-7756

Supervisor
Hours: 7:30 - 4:00
sdavis@sandi.net

Sandy Deck 725-7755

Accountant, Lead Person
Hours: 7:30 - 4:00 Mon, Wed, Fri
7:30 - 4:30 Tue, Thu
sdeck@sandi.net

Stephanie Trump 725-7765

O, Pa - Pg, Mileage emp id's 69 - 76
Procurement Card 0010, Vendor set-ups
Hours: 8:00 - 6:30, off Wednesdays
strump@sandi.net

Tina Jair 725-7764

Sk - Sz (except "Supt. Of Schools"),
Mileage emp id's 77 - 84, Long Distance,
Procurement Card 0041
Hours 7:30 - 5:00, off every other Thu
tjair@sandi.net

Valerie Hall 725-7758

Ba - Bh, Sa - Sj,
Mileage emp id's 93 - 99
Hours: 9:00 - 5:30
vhall@sandi.net

Vacant 725-7671

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